



RICHARD SHUMSKY
Chief Probation Officer

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**
9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242



December 2, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF STANDARDIZED CONTRACT WITH COMMUNITY-BASED
ORGANIZATIONS TO PROVIDE EMPLOYMENT SERVICES FOR HIGH RISK/HIGH
NEEDS YOUTH UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)**

(3 VOTE, ALL SUPERVISORIAL DISTRICTS)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve contracting with seven Community-Based Organizations (CBOs) to provide employment services to high-risk/high needs youth in nine (9) service areas for an initial contract amount of \$170,018 each, for a total of \$1,530,162, fully offset by Juvenile Justice Crime Prevention Act funds, for the period to commence January 1, 2005 through June 30, 2005, by delegating authority to the Chief Probation Officer to negotiate, finalize, and execute nine (9) individual contracts with the seven (7) CBOs substantially similar to the attached standardized draft (Attachment A), after final approval by County Counsel.
2. Delegate authority to the Chief Probation Officer to contract with Goodwill Southern California to provide employment services to high-risk/high needs youth in Cluster 5, Area 1 (Glendale/Pasadena/Arcadia and contiguous communities) for which no responsive proposals were submitted, for an initial maximum contract amount of \$170,018 for the initial period of January 1, 2005 through June 30, 2005, by negotiating, finalizing and executing a contract substantially similar to the attached standardized draft (Attachment A) after final approval by County Counsel.

3. Delegate authority to the Chief Probation Officer to approve the addition or replacement of any agency subcontracting with the CBOs, and to execute modifications to the contracts to extend the term for up to four additional 12-month periods for individual contract amounts not to exceed \$200,000 each contingent on continued legislative funding and approval as to form by County Counsel.
4. Delegate authority to the Chief Probation Officer to execute modifications to the contract not exceeding twenty-five percent (25%) of the total contract cost and/or one hundred eighty (180) days to the period of performance pursuant to the terms contained therein, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to obtain Board approval for ten (10) contracts (Attachment A) with eight (8) CBOs to provide employment services to probation youth under the JJCPA High Risk/High Needs Program. Services will be provided in ten (10) service areas within the five (5) geographical areas known as Clusters within Los Angeles County as listed below.

No responsive proposals were received for Cluster 5, Area 1. Consequently, Probation is recommending a contract award to Goodwill Southern California, on a sole source basis, to allow the timely provision of services in that service area.

The contracted services will include employment services for high-risk/high needs youth referred by the Probation Department. The contracted services include individualized assessments and employment eligibility support services, job readiness training and full-time job placement, vocational training and full-time job placement and employment retention services. The recommended agencies will provide services in their service area and contiguous communities. The recommended agencies and service areas are as follows:

Cluster 1

Recommended Agencies	Service Area
Soledad Enrichment Action, Inc.	1. Bell/Commerce/East Los Angeles Area
Pomona Valley Employment Services	2. San Gabriel Valley/Pomona Area

Cluster 2

Recommended Agencies	Service Area
Community Build	1. Inglewood/Florence/Culver City Area
Soledad Enrichment Action, Inc.	2. Carson/Compton/Lynwood Area

Cluster 3

Recommended Agencies	Service Area
Jewish Vocational Center	1. Hollywood/Fairfax/Venice Area
Jewish Vocational Center	2. San Fernando Valley Area

Cluster 4

Recommended Agencies	Service Area
Masada Homes	1. Norwalk/Cerritos/Whittier Area
Special Services For Groups	2. Torrance/Long Beach/Lakewood Area

Cluster 5

Recommended Agencies	Service Area
Goodwill Southern California	1. Glendale/Pasadena/Arcadia Area
Murrell's Opportunities for Success	2. Antelope Valley Area

The recommended agencies provided a proposed cost for each of the contracted services (Attachment B).

Implementation of Strategic Plan Goals

The recommended Board action is consistent with the Countywide Strategic Plan Service Excellence Goal #1 and Children and Families' Well-Being Goal #5. Implementation of the recommendations will enable a continuum of service models for probation youth that include employment readiness training, vocational training and job placement.

FINANCIAL IMPACT/FINANCING:

Each of the ten contracts will not exceed a maximum of \$170,018 for the initial contract term of January 1, 2005 to June 30, 2005. Subsequent contract amounts will not exceed \$200,000 each for the 12-month periods. These costs are 100% offset by Juvenile Justice Crime Prevention Act funds, which are included in the FY 2004-2005 Probation Department's Budget. Consequently, no net County cost is required to fund the recommended contracts. The contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On April 13, 2004, your Board authorized the Chief Probation Officer to apply for and accept \$27,961,789 in fourth year JJCPA funding for FY 2004-2005 from the BOC, upon approval of the County of Los Angeles Application and Comprehensive Multi-Agency Juvenile Justice Plan Modification (Plan). The FY 2004-2005 Plan includes the merging of the Gang Intervention and Intensive Transition services programs into the new High Risk/High Needs program, and restructuring all of the Gender Specific services programs, including those in the community, camps, and juvenile halls. As such, the Department solicited for services under the new programs through a competitive bid process.

The proposed contracts are for a period to begin January 1, 2005 through June 30, 2005 for an amount not to exceed \$170,018 each. The contract terms may be extended up to four additional 12-month periods in amounts not to exceed \$200,000 each, contingent on continued legislative funding and approval as to form by County Counsel. The scope of work for the contracted services involves providing employment services to probation youth, including individualized assessments and employment eligibility support services, job readiness training and full-time job placement, vocational training and full-time job placement and employment retention services.

The Department will not request the contractor to perform services, which exceed the Board approved contract amount, scope of work, and/or contract dates.

In accordance with the Department of Human Resources memorandum dated November 16, 1995, these contracts have been reviewed in regard to the provisions for hiring displaced County employees. The contractors agree to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of these contracts and during the life of the contracts.

In accordance with the Chief Administrative Office memorandum dated October 6, 1997, these contracts contain County requirements regarding the hiring of participants in the GAIN/GROW program.

The contract includes all County requirements, including, non-responsibility and debarment, child support compliance, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

These are Non-Prop A contracts. Consequently, there are no departmental employee relations issues and they will not result in a reduction of County services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

CONTRACTING PROCESS:

To solicit for the services, a comprehensive Request for Proposals (RFP) process was conducted. An RFP was developed to address the ten service areas within the five Clusters, and through the solicitation and competitive negotiation process, approximately 650 letters were sent to service providers. Advertisements were placed in the Los Angeles Times, Eastern Group Publications and Los Angeles Sentinel. The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department website (Attachment C). As a result of the RFP issued on June 4, 2004, 103 potential providers requested copies of the RFPs and 84 potential providers attended the mandatory Proposer's conference. A total of 42 proposals were received for the ten targeted services areas within the five Clusters.

The RFP instructed agencies to submit separate proposals for each service area for which services were proposed, combined proposals were not accepted. Eight (8) of the proposals were for combined service areas and, consistent with the requirements set forth in the RFP, were not accepted for evaluation. These proposals were submitted by Los Angeles Opportunities Industrialization Center (one proposal), Mexican American Opportunity Foundation (five proposals), and Southern California Youth and Family Center (two proposals). The remaining thirty-four (34) proposals (Attachment D) were first reviewed using an initial screening "pass/fail" process to determine which proposals met the minimum mandatory requirements. The initial screening was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. The proposals submitted by Pubic Private Ventures, Project Amiga and Soledad Enrichment Action, Inc. for Cluster 1, Area 2 (San Gabriel Valley, Pomona Areas) and Goodwill Southern California for Cluster 5 Area 1 (Glendale, Pasadena, Arcadia and Contiguous Areas) were not evaluated because they did not demonstrate they met all of the minimum requirements set forth in the RFP. Subsequently, these proposals did not pass the initial screening and were deemed non-responsive.

The remaining thirty (30) proposals were evaluated on the strengths and weaknesses of critical categories to the services to be provided that were consistent with the criteria identified in the RFP. Community Build, Jewish Vocational Center, Masada Homes, Murrell's Community Service Agency, Pomona Valley Employment Services, Soledad Enrichment Action, Inc., Special Services for Groups are being recommended for contract award because their proposals were responsive and deemed beneficial to the County

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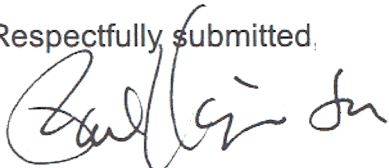
based on their planned level of services and capability.

There were no responsive proposals received for Cluster 5 Area 1. Goodwill Southern California is being recommended for contract award on a sole source basis because it has demonstrated it has met the minimum requirements and has the capability to commence services upon contract award.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended actions will enable the Probation Department to comply with the Plan's mandate to contract with CBOs to provide employment services to high-risk/high-needs youth

Respectfully submitted,



RICHARD SHUMSKY
Chief Probation Officer

RS:ds

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Attachments

c: Executive Officer, Board of Supervisors
 Chief Administrative Officer
 County Counsel